

Arkansas Natural Resources Commission

Water and Wastewater Project

ACEDP Grant Application Form



PART 1 : APPLICANT IDENTIFICATION

Applicant (must be City or County)		
Executive Officer for Applicant		
Title of Executive Officer		
Office Street Address		
City and ZIP Code		
County		
Office Phone and FAX Numbers	(Phone)	(FAX)
E-mail Address		

PART 2 : GRANT ADMINISTRATOR INFORMATION (if known)

Grant Administrator		
Company		
Office Street Address		
City, State and ZIP Code		
Office Phone and FAX Numbers	(Phone)	(FAX)
E-mail Address		

PART 3 : PROJECT INFORMATION

Name of Project					
Type of Project	Water Project _____		Wastewater Project _____		
WWAC Approval Date			(Attach copy of WWAC approval letter.)		
Current Customers	_____	Estimated New Customers	_____	Vacant Lots	_____
Commercial Structures	_____	Schools	_____	Churches	_____
Occupied Residences	_____	Vacant Residences	_____	Uninhabitable Residences	_____
Low Income Residences	_____	Moderate Income Residences	_____	Non-LMI Residences	_____
Median Household Income				Easements to be Acquired	_____
Please Provide a <u>Brief</u> Description of the Project:					
AR Senate District Number	_____	AR House District Number	_____	US House District Number	_____

PART 4 : PROJECT ENGINEERING

Project Engineer		
Engineering Firm		
Office Street Address		
City, State and ZIP Code		
Office Phone and FAX Numbers	(Phone)	(FAX)
E-mail Address		

PART 5 : PRELIMINARY ENGINEERING REPORT

Attach the preliminary engineering report.

PART 6 : PROJECT COST & FINANCING INFORMATION

Estimated Total Cost of Project	\$	
Requested Financing	USDA – Rural Development Grant	\$
	USDA – Rural Development Loan	\$
	Arkansas Natural Resources Commission ACEDP Grant	\$
	Arkansas Natural Resources Commission Loan	\$
	Other (specify)	\$
Projected Monthly Utility Bill	\$	

PART 7 : APPLICANT AUTHORIZATION

Attach the resolution authorizing the application.

PART 8 : PUBLIC PARTICIPATION

Attach the Public Participation Package.

PART 9 : PROJECT ENVIRONMENTAL REVIEW

Attach the Environmental Review Package.

PART 10 : SIGNATURE OF EXECUTIVE OFFICER

After reasonable inquiry, I _____ certify, as the Executive Official
(Printed Name)
and Responsible Entity for the grant applicant, that the information contained herein is true, accurate
and complete, based on information and belief formed after reasonable inquiry.

Responsible Party Signature _____
(Signature)

(Date)

Instructions

Part 1: Applicant Identification

The “Applicant” for this grant must be a County or an incorporated community.

The “Executive Officer” for the Applicant is the County Judge or the Mayor. This person is the “Responsible Entity” for the grant, and must have been granted authority (*see Part 9*) to apply for the grant on behalf of the Applicant.

List all other requested information pertaining to the CDBG Applicant.

Part 2: Grant Administrator Identification

The “Grant Administrator” must be an employee of the regional Planning and Development District in which the project is to be located, or a private consultant approved for grant administration by the Commission. In no instance will the Applicant or the Project Engineer be permitted to administer the grant.

List all other requested information pertaining to the CDBG Grant Administrator.

Part 3: Project Information

Provide the date of the formal WWAC approval letter, and attach a copy of the letter to the application. If comments to the project were made by any WWAC partner, documentation must also be provided to show the issues have been resolved to the WWAC’s satisfaction.

If the project is an extension to an existing water or sewer line, list the number of customers currently hooked to the system.

List the number of expected new customers. Consider only the unsewered or private water supply households. Businesses or public structures such as schools or churches are **NOT** considered to be “customers.”

List the number of vacant lots. Vacant lots are **NOT** considered potential customers, and are **NOT** considered in determining customer base or LMI percentages.

List the numbers of businesses, schools and churches in the proposed project area.

List the number of “occupied” residences in the proposed project area. A multi-family structure should be counted as two (or more) occupied residences, as long as the families live separately and two (or more) hookups will be made.

List the number of “vacant” residences. Vacant residences are empty houses which could be moved into. They **ARE** considered potential customers and count in LMI calculations as **Non-LMI** residences until occupied and proven otherwise,.

List the number of dilapidated, “uninhabitable” residences. A residence is considered “uninhabitable” if

1. It fails to meet any local ordinance or building code pertaining to residential structures,
2. It has been officially condemned by the local government,
3. It lacks structural integrity, or
4. It has been substantially damaged by fire, flood, wind or vandalism.

Uninhabitable structures are **NOT** considered potential customers, and are **NOT** considered in determining customer base or LMI percentages.

List the number of Low-income residences as determined by 100% survey, random sample survey, or official US Census data. The number of Low-income residences listed here must agree with the data presented on the Income Survey Summary Form (ANRC-LMI-01), if used.

List the number of Moderate-income residences as determined by 100% survey, random sample survey, or official US Census data. The number of Moderate-income residences listed here must agree with the data presented on the Income Survey Summary Form (ANRC-LMI-01), if used.

List the number of Non-LMI residences as determined by 100% survey, random sample survey, or official US Census data. The number of Non-LMI residences listed here must agree with the data presented on the Income Survey Summary Form (ANRC-LMI-01), if used.

Note: Non-responses to the survey will be counted as non-LMI households in calculations, but should be reported as “non-responses” on the Income Survey Summary Form (ANRC-LMI-01) and on the ACEDP Grant Application Form. Vacant, inhabitable residences will also be counted as non-LMI households in calculations, but should be listed as “vacant residences” on the Income Survey Summary Form, (ANRC-LMI-01) and on the ACEDP Grant Application Form.

List the median household income, as determined from the most recent official US Census data.

Estimate the number of easements to be acquired. (Administrative Funds will be made available based on this estimate, but easements will be tracked and excess funds will be deobligated and placed back into the program for redistribution.)

Part 4: Project Engineering

List all requested information pertaining to the Project’s Engineer.

Part 5: Preliminary Engineering Report

Attach the PER. The report **MUST** contain

1. A narrative description of the proposed project
2. A discussion of the need for the project
3. An evaluation of alternative solutions to the problem
4. An Opinion of Probable Cost, recent to within 12 months of the submission date
5. An estimate of the time required for construction
6. A color-coded map designating LMI households to be served by the project.

Part 6: Project Cost and Financing Information

List the total cost of the project, excluding only administrative fees. All other fees and costs should be included in the estimate. For LMI Hookup costs, use \$1,500 per hookup times the total number of LMI households reported. Do NOT adjust the figures to compensate for any percentage of anticipated hookups.

List all grants and loans for which the Applicant has applied. Contact the ACEDP Program Manager for required documentation, which varies on a case-by-case basis.

(Note: Offered financing may be greater or less than requested amounts. The purpose of this documentation is to provide financial information to the Commission and other funding partners so loans of appropriate size may be offered to Applicants.)

List the projected monthly water or sewer bill, based on an estimated average usage of 4,000 gallons per month. (NOTE: The projected annual water or sewer bill must equal or exceed 1% of the median household income for the community before a project will qualify for ACEDP grant money.)

Part 7: Application Authorization

Attach the resolution authorizing the application.

Part 8: Public Participation

Attach a copy of the Public Hearing notice, with proof of publication. Also include an attendance list from the public hearing and the minutes from the hearing.

Part 9: Project Environmental Review

Attach the completed Environmental Review packet.

Part 10: Signatory Section

The Mayor or County Judge of the entity to whom the grant is to be made must sign this section.

Optional Forms

Letters of support for the project may be attached, but are not required.

Failure Rate documentation is no longer required, but may be submitted if available.

Photos of the areas proposed to be served by the project are not required, but may be submitted.

Income Eligibility Survey Summary Form

Form ANRC-LMI-01

Applicant: _____

County: _____

1. Method used to determine LMI percentage: ☐ 100% Survey
☐ Census Tract Data
☐ Clientele Group
☐ Other (Note: Requires pre-approval from ANRC)

2. Total Number of Occupied Residences in Project service area:
 3. Total Number of Vacant, inhabitable residences in Project service area:
 4. Total Number of Vacant, uninhabitable residences in Project Service area:
 5. Total Number of non-responses:
 6. Survey Summary

LOW INCOME			MODERATE INCOME				NON-LMI		
Families By Size	Number of Persons	Maximum Income	Families By Size	Number of Persons	Income Is Greater Than	But Income Is Less Than	Families By Size	Number of Persons	Income Is Greater Than
1 X _____	= _____	\$ _____	1 X _____	= _____	\$ _____	\$ _____	1 X _____	= _____	\$ _____
2 X _____	= _____	\$ _____	2 X _____	= _____	\$ _____	\$ _____	2 X _____	= _____	\$ _____
3 X _____	= _____	\$ _____	3 X _____	= _____	\$ _____	\$ _____	3 X _____	= _____	\$ _____
4 X _____	= _____	\$ _____	4 X _____	= _____	\$ _____	\$ _____	4 X _____	= _____	\$ _____
5 X _____	= _____	\$ _____	5 X _____	= _____	\$ _____	\$ _____	5 X _____	= _____	\$ _____
6 X _____	= _____	\$ _____	6 X _____	= _____	\$ _____	\$ _____	6 X _____	= _____	\$ _____
7 X _____	= _____	\$ _____	7 X _____	= _____	\$ _____	\$ _____	7 X _____	= _____	\$ _____

Totals:

_____	_____	Low Income	_____	_____	Moderate Income	_____	_____	Non-LMI
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